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AGENDA  
 UAF STAFF COUNCIL MEETING #127  
 Friday, June 1, 2001  
 8:45 - 10:05 a.m.  
 Wood Center Carol Brown Ballroom

Time	Item	Length of Time
8:45	I Call to Order - Scott Culbertson A. Roll Call B. Approval of Minutes to Meeting #126 C. Adopt Agenda D. Pass the Gavel E. President's Report - S. McCrea (Attachment 127/1)	30 Min.
9:15	II Guest Speaker: Representative Joe Hayes	20 Min.
9:35	III Chancellor's Remarks - M. Lind	10 Min.
9:45	IV Committee Reports 15 Min. A. Staff Affairs - G. Hazelton 1. Year End Report (Attachment 127/2) 2. Motion Regarding Tracking System (Attachment 127/3) B. Elections, Membership & Rules - and D. Deckerlegand York 1. Year End Report (Attachment 127/4) C. Rural Affairs - H. Simmons 1. Year End Report (Attachment 127/5) D. University Advocacy - S. Comstock 1. Year End Report (Attachment 127/6) E. Ad Hoc Staff Longevity - A. Baergen 1. Year End Report (Attachment 127/7) F. Ad Hoc Picnic - S. Howdeshell 1. Year End Report(Attachment 127/8) 2. Raffle Winners (Attachment 127/9)	
10:00	V New Business A. Comments and Questions	5 Min.
10:05	VI Adjournment	

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 ATTACHMENT 127/1  
 UAF STAFF COUNCIL #127  
 JUNE 1, 2001  
 SUBMITTED BY SCOTT MCCREA

STAFF COUNCIL GOALS AND OBJECTIVES  
 FOR 2001-2002

Top Goal:  
 "By the end of the 2001/2002 academic year, UAF Staff Council will be looked at by other university governance groups and the university administration as a model of how a truly effective and efficient governing body should operate."

GOAL I. DEVELOP A STATEWIDE VOLUNTEER LEAVE PROGRAM FOR UNIVERSITY EMPLOYEES

While a 10-hour per month program for the university is not realistic, a 10-20 hour per year program would be quite feasible. Such a program would be a benefit in every sense of the word because the employee is not the sole beneficiary. The community and civic organizations benefit because of the extra assistance, something that they are always in need of. The university as a whole benefits because such a program is a wonderful "talking point" when addressing legislators and donors on what the university contributes to the community and the state of Alaska as a whole.

#### PLAN

Staff Council will research the issue the beginning of the semester by finding out how other businesses have utilized the program, and will also work with HR to solicit their expertise. A plan will be developed by December to forward to Staff Alliance to try and make this a statewide benefit. If a program can be developed that will be agreed upon by both staff and administration, the idea would be to take it the BOR for their March 2002 meeting for a first reading, with approval to take place in June 2002.

#### GOAL II. IMPROVE STAFF TRAINING AND ORIENTATION FOR NEW EMPLOYEES

##### OVERVIEW

How a new employee is initiated into their position plays a crucial role in shaping their future and attitude within the organization. In Public Management magazine (Vol. 81, no. 1), public information director John McGillicuddy writes:

"One of the first and most lasting impressions new employees have of their employers is how they are greeted and treated on their first day of work. Perhaps, then, employee orientation is a new employee's most critical introduction to an organization."

The UAF HR office does a fine job with their orientation program, but this only addresses the issue of benefits. It is generally left to the employee's respective department to provide further orientation and of course, training. That being the case, just how are employees being trained within their department? Who does the department task with training a new employee, whether it be staff or faculty? If that person is an administrative assistant, is that assistant being provided with the training he/she needs to take on that responsibility, and even more importantly, since this can be looked at as a supervisory duty, is that person being compensated adequately?

##### PLAN

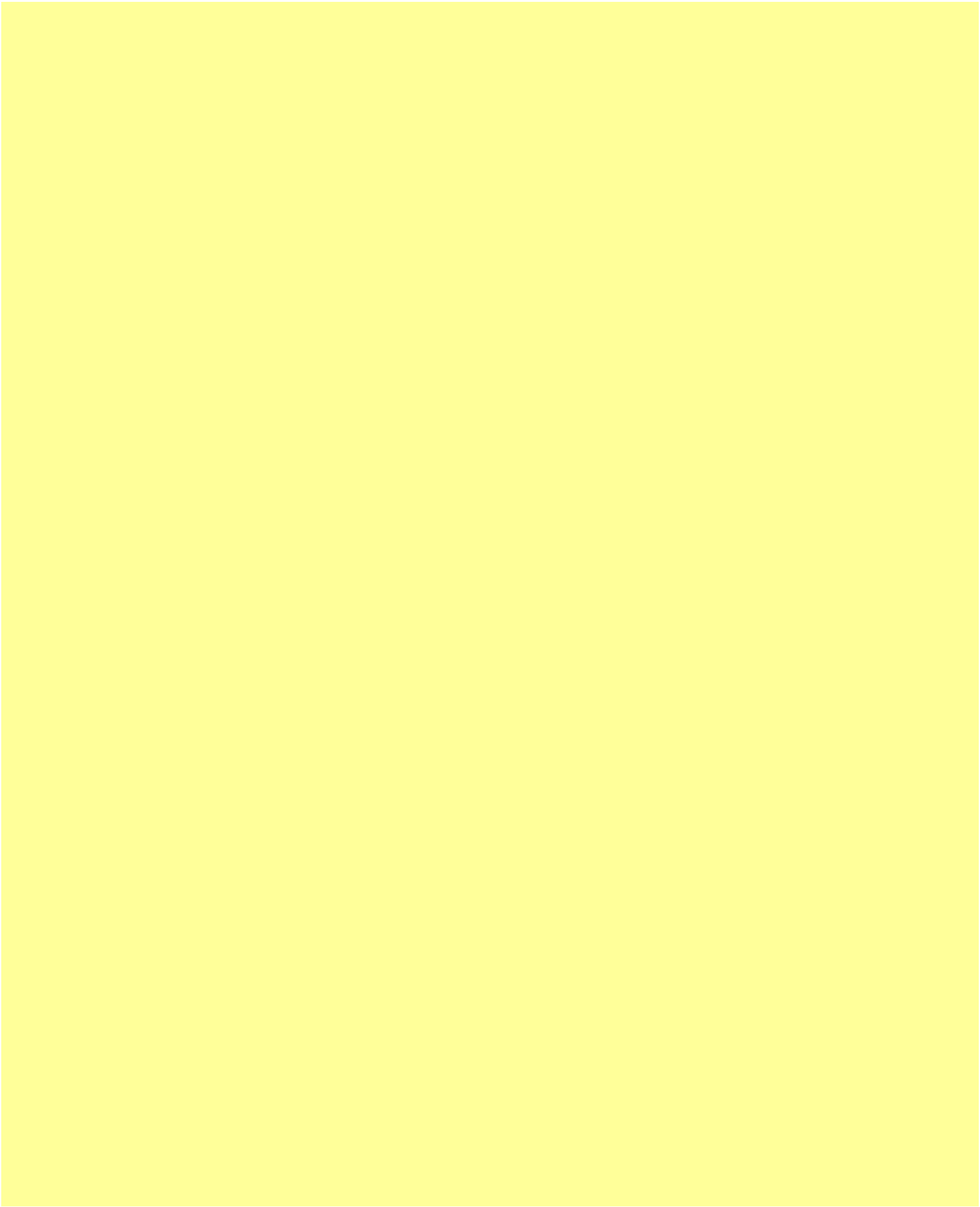
Staff Council will form an ad-hoc committee on Staff Training to look at how different departments on campus are currently training and orienting their new employees. Departments will be asked who provides the training, is the new employee given a "checklist" to make sure all pertinent areas are covered, how that employee learns of the role the department plays within the university system, etc. This data will be used to write a plan and recommended guidelines that could be used by all departments on campus for the purpose of training new hires. Collaboration with HR is crucial on this project.

The second part of this plan will be to develop a monthly UAF Orientation Plan for new employees. Once a month, all new hires will be invited to attend a "mini-convocation" that will hit upon areas such as:  
University History  
Current Mission and Goals  
Campus Resources (library, SRC, Career Services, Dining Services)  
How to Best Use the Tuition Waiver  
Other items

Attendees would be welcomed by the Chancellor. To enhance the presentation, speakers would include someone from some of the various departments such as Career Services, the library, etc. As an incentive to attend, attendees would receive a Welcome Packet that would include such items as a day pass to the SRC, a ticket to a sporting event, a coupon for Dining Services, a discount at the UAF Bookstore, etc. The presentation would conclude with a short walking tour (weather permitting) of the main part of campus, to be conducted by a UAF Student Ambassador. While this orientation would be used on the main campus, we would also need to try and develop a similar program that could be used at the rural campuses.

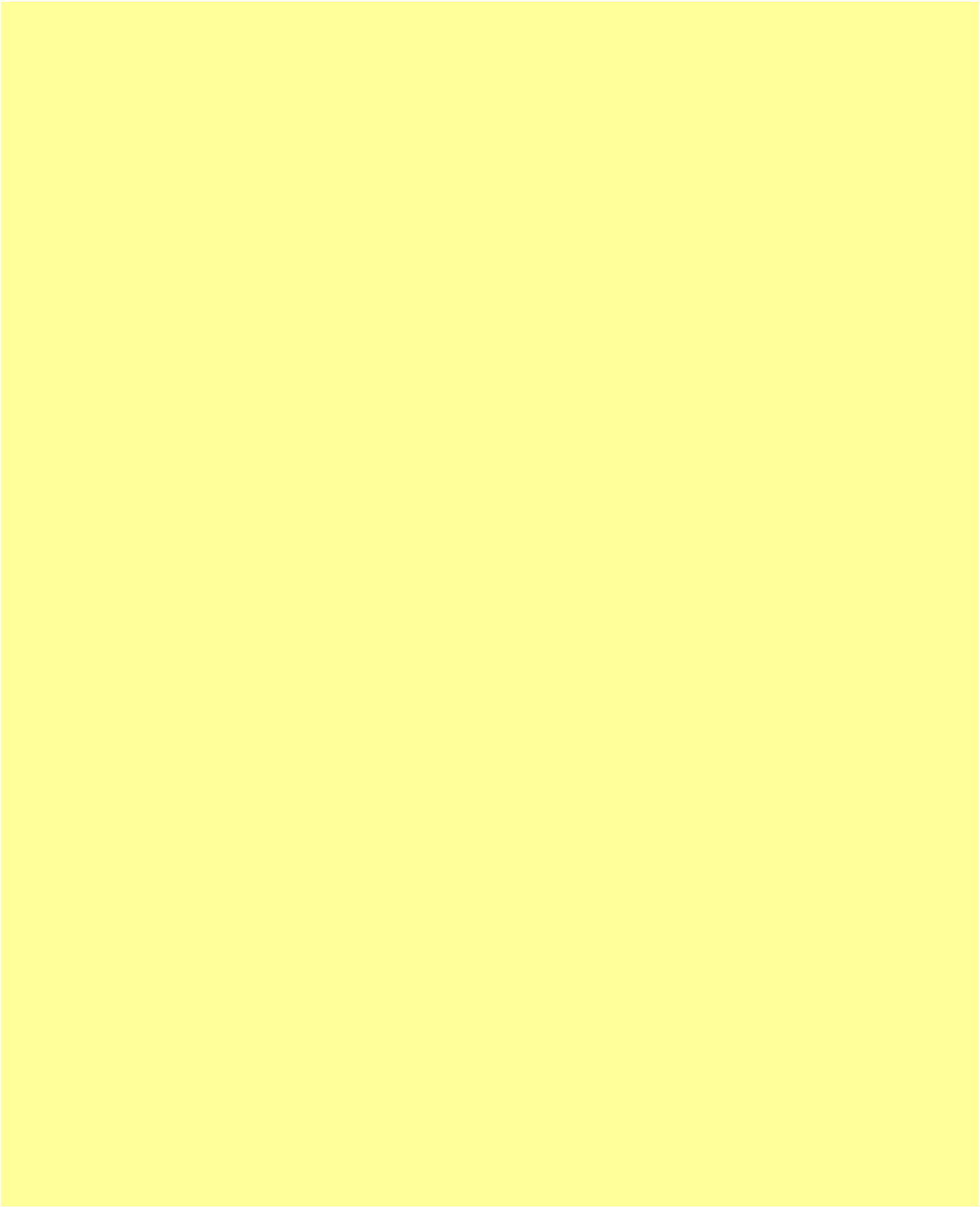
#### GOAL III: WORK CLOSELY WITH STAFF AT THE RURAL CAMPUSES TO ENSURE THE UNIVERSITY IS MEETING THEIR NEEDS

##### OVERVIEW









Next meeting to be held in October, date tba.

Goals for FY 2002 and continued areas of growth:

Set Rural Affairs meetings at a time when it will be easier to have participation from the Executive Dean.

Guest speakers and training updates from other UAF departments that support rural sites.

HR to provide a more formalized structure for rural site supervisory training: more opportunities via distance for rural sites, personal letters to staff notifying them of what training has counted and how many more points are still needed.

Ergonomic and safety evaluations performed at rural sites.

Continue to invite and encourage active participation from other rural programs within the university.

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ATTACHMENT 127/6

UAF STAFF COUNCIL #127

JUNE 1, 2001

SUBMITTED BY ADVOCACY COMMITTEE

UAF Advocacy Committee Report 2000-2001

00-01 Projects

UAF Tour - Friday, November 17

\_ Visited 7 different sites on campus

\_ Hosted 20 staff members

UAF Tour - Thursday, March 1

\_ Visited 7 different sites on campus

\_ Hosted 14 staff members

UAF Day at the Southside Community Center - Saturday, March 31

\_ 25 UAF departments hosted booths, or volunteered their time to assist the committee in preparations

\_ 5 Fairbanks businesses donated goods

\_ Hosted 30 members of the Fairbanks community

01-02 Projects

2 UAF Tours

UAF Day at the Southside Community Center

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ATTACHMENT 127/7

UAF STAFF COUNCIL #127

JUNE 1, 2001

SUBMITTED BY AD HOC STAFF LONGEVITY COMMITTEE

AFTER ACTION REPORT

UAF Longevity Awards Program

May 17, 2001

Ad Hoc Staff Longevity Awards Committee Members

Alice Baergen, Chair

Debra Hagen

Scott McCrea

Peter Prokein

Darlette Powell

Joyce Whitehorn

The committee met on 25 May 01 to discuss the successful awards program and picnic held on 17 May 01. Following are comments and/or suggestions for next year's event.

Committee members have heard very positive comments regarding the changes we made this year. Reading the 5, 10 and 15 year award names cut the program length by at least 2 hours or more. It was suggested that next year we reverse the order of the awards. Honor the 30-year folks first and then continue with 25 and 20, reading 15, 10 and finally 5 years. Concentrate on keeping the program short, encouraging speakers to make brief comments about their staff member.

It was suggested that we change the name from Staff Longevity Awards Program. Suggested names include: UAF Service Recognition Day, UAF Staff Appreciation Day. Current committee liked the first suggested name. Reasoning behind the change, longevity denotes "being old".

Begin picnic at 12:00 with the Longevity Awards Program beginning

promptly at 1:00. This year, due to the large participation, the line to get food was long and ran right through the middle of the room causing distraction. It was suggested that next year we have the line form to the side of the room or have people come in at a different door rather than the main ballroom entrance. When the list goes out to what unit is bringing what food item, have a sentence that says, "if your students are going to attend, please bring extra food to share so we won't run out". Also, perhaps a sentence (we shouldn't have too, we should all have manners) that says "take a single helping until everyone is served, then help yourself to seconds".

Have drawings for door prizes during the lunch period also, keep it moving. Have the airline ticket drawing the last item in order to keep people at the program.

When HR sends out the list to PPA's to verify service years of staff, at same time send broadcast requesting those staff that have had a break in service to contact HR. Inform HR as to when they first started with UAF, date of break and for how long etc. etc. We would like to recognize those folks during the program by just reading their names indicating their original hire date and without the break read how long they would have worked for UAF if they had continued service without a break.

We definitely should have music being played as people get their food and while they eat. If nothing else, compact discs or the music that is played via the ballroom audio system if we can't find entertainment for this portion of the program. Entertainment would certainly enhance the program and set the whole tone right from the beginning.

Over all this was the best longevity program we have had, this was evidenced by the positive comments and on the day, by the record turns out. This year's committee is very proud of the positive steps we have taken to present the very best to UAF staff.

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ATTACHMENT 127/8  
UAF STAFF COUNCIL #127  
JUNE 1, 2001  
SUBMITTED BY AD HOC PICNIC COMMITTEE

The Ad Hoc Picnic Committee met on May 23 and formulated the following recommendations.

Approximately 435 people attended.

Increase food, drinks, and charcoal purchased except onions.

Food Purchased for 2001 Picnic  
15 cases of hamburger patties (3/1) and buns  
2 cases of hot dogs and buns  
12 heads of lettuce  
2 blocks of cheese  
8 4-pack of tomatoes  
10 lbs. of onions  
100 lbs. of charcoal  
1 large mayo  
1 large cucumber chips  
3 picnic packs (2 ketchup, 1 mustard, 1 relish)  
3 large containers of ice tea  
3 larger containers of lemonade

Keep picnic and awards program combined.

Microphone was not loud enough.

Reserve Ballroom for next year along with conference rooms C, D, E, & F. Picnic will be May 16, 2002.

Start picnic at noon and longevity program at 1 p.m. This will enable everyone to get their food and not disrupt the awards program.

Setup two food tables to speed up the line.

Have drinks set up at a different table away from the food so there isn't a bottle neck.

Get large containers of ketchup and mustard and use pump dispensers from Cheryl Plowman.

Use warming trays for burgers and hot dogs.



